Successful facilities managers must have business savvy supported by a broad scope of technical knowledge. This course provides the base from which to build a career in facilities management. You will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. You will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing. You will likewise acquire project management and leadership skills crucial to your success.

Learning Objectives

- Making effective decisions and insight into information analysis methods
- Establishing your department as a primary contributor to corporate profitability
- Managing a successful project, with you as a team leader

Major Topics Covered

- Principles of information management
- Investment, cost controls, and budgeting strategies
- Operating levels of facilities activities
- Outsourcing principles
- Benefits of leasing vs. ownership

Course Table of Contents

- The Practice of Facility Management
- Facility Function
- Facility Management within the Organizational Structure
- Leading the FM Department
- Workload Planning and Staffing
- Outsourcing Facility Services
- Financial Management
- Budgeting and Cost Control
- Real Estate Management
- Project Design and Management
- Project Tasks and Deliverables
- Facility Operations and Maintenance
- Facility Information Management
- Facility Management Communications
- How Facility Management Fits in a Business

Available Delivery Options

Accelerated Classroom Review / Self-Study/ Instructor-Led On-line Course